



The **Library of Parliament** is a non-partisan organization that supports Canadian parliamentary democracy and provides a stimulating and rewarding work environment. We recognize that our employees are our most important asset, which is why we offer excellent benefits, a minimum of four weeks' vacation leave, flexible work schedule options, a 35-hour work week, learning opportunities to support professional and career development, competitive salaries and more!

The Library of Parliament believes that the excellence for which it is known is enhanced by nurturing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. The Library is committed to creating and maintaining a diverse workforce reflecting the communities in which we live and work, the clients with whom we work, and Canadian society as a whole.

The **Communications** team is responsible for protecting the reputation of the Library, for raising profile of the Library, and for providing expert communications advice, support and services. The team is accountable for the Library's internal and external communications channels, and has overall responsibility for the vision and strategy for the Library's web resources.

We are currently looking for candidates to staff the following position: **Manager, Communications and Content Design**.

The **Manager, Communications and Content Design** provides tactical leadership by actualizing the organization's vision and strategy for communications, graphic design and branding. The incumbent is a subject matter expert in the field of communications and branding and assists the Senior Director, Communications in providing communications advice and solutions on sensitive issues and challenges, while also overseeing a team of graphic designers and communications advisors.

MANAGER, COMMUNICATIONS AND CONTENT DESIGN OFFICE OF THE PARLIAMENTARY LIBRARIAN

Indeterminate Position

MPA-6 (\$109,303 - \$134,455)

(Bilingual staffing – imperative: CBC/CBC)

Note: While this position is eligible for part-time telework, regular on-site presence is required at Library of Parliament workplaces located in the National Capital Region.

For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.

The following knowledge criteria will also be evaluated:

- Significant* and in-depth knowledge of best practices and trends in communications and branding
- Knowledge of theories and principles of graphic design

To be considered, candidates must have:

- Post-secondary accreditation in a field related to the duties of the position.
- Significant* experience in providing communications advice and solutions to senior management on sensitive issues and challenges.
- Recent and significant* experience in the management of a team of employees, including managing workload, setting objectives, and managing performance.
- Experience overseeing and managing the planning, integration and delivery of communications and/or graphic design advice, services and products.
- Excellent communications skills, interpersonal skills and negotiation skills.

Assets:

- Experience managing both unionized and non-unionized employees
- Experience acting as Spokesperson for an organization

* Recent experience is defined as within the past five (5) years. Significant is defined as the depth and breadth of experience or knowledge normally associated with having performed a broad range of various complex related activities acquired over a minimum of five (5) years.

Candidates retained in this selection process will be required to obtain successfully:

- A second-language evaluation (Bilingual staffing – imperative: [CBC/CBC](#))
- A pre-employment screening

Additional Information:

- This selection process is open to the public.
- This selection process will include a second-language evaluation, a written qualifying exam and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- The Library of Parliament welcomes all candidates to apply and encourages applications from Indigenous persons, racialized persons, 2SLGBTQI+ persons, and persons with disabilities for this position.

- We are committed to providing an inclusive and barrier-free work environment, starting with the staffing process. If you require accommodations during any phase of the evaluation process, please contact us at LOPCareers-CarrieresBDP@parl.gc.ca.
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- Only those legally permitted to work in Canada can participate in this selection process.

Apply no later than 28 April 2024 – 11:59 p.m. (Eastern Time).

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the education and experience requirements of the position.

Please quote your **full name and 24-LOP-6** in your documents and in the subject line of your email.

Send your application by email at LOPCareers-CarrieresBDP@parl.gc.ca.

Questions? Contact Human Resources at 613-617-0943 or LOPCareers-CarrieresBDP@parl.gc.ca.

We thank you for your interest. Please note that only those selected for further consideration will be contacted.
